

<b>INVITATION TO BID</b>	<b>CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION</b>	<b>BID DUE DATE &amp; TIME:</b>  <b>November 30, 2015 11:00 A.M.</b>
<b>TITLE:</b>  <b>ACCESS CONTROL SYSTEM EXPANSION C/P PROJECT NO. 15-BGC-CP-2001</b>		<b>RETURN BID TO:</b> PURCHASING DIVISION PO BOX 1471 222 ST. LOUIS STREET, 8 <sup>TH</sup> FLOOR, ROOM 826 BATON ROUGE, LA 70802  Purchasing Analyst – Jerrel Jones Telephone – 225-389-3259 x 311 Email- <a href="mailto:jjones@brgov.com">jjones@brgov.com</a>
<b>File No: 03577-15</b>		
<b>Requisition No: 038944</b>		
<b>Ad Dates : November 12, 2015 &amp; November 19, 2015</b>		
VENDOR NAME		MAILING ADDRESS
REMIT TO ADDRESS		CITY, STATE, ZIP
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		TITLE
AUTHORIZED SIGNATURE		PRINTED NAME

**DELIVERY \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER**

**F.O.B. – OUR DESTINATION                      TERMS – NET 30**

**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED  
TO AVOID REJECTION OF BID**

The above signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

**No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.**

ACCESS CONTROL SYSTEM PROJECT NO. 15-BGC-CP-2001

## **INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS**

**Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.**

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
5. After opening, bids may not be withdrawn for a period of sixty (60) days.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the [www.bidexpress.com](http://www.bidexpress.com) on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.

9. All bids must be signed. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, [www.brgov.com](http://www.brgov.com), or by calling the Purchasing Department at 225-389-3259.

17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. City - Parish purchases are excluded from state and local taxes.
19. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.
20. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.
21. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES \_\_\_\_\_ NO \_\_\_\_\_. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid

from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in accordance with the requirements in OMB circular a-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

27. Bid prices shall included delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.
29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

## FEDERAL CLAUSES, IF APPLICABLE.

Anti-kickback clause. The contractor hereby agrees to adhere to the mandate dictated by the Copeland "anti-kickback" act Which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the Completion of work, to give up any part of the compensation to which he is otherwise entitled.

Clean air act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders or requirements issued under section 306 of the clean air act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Energy policy and conservation act. The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Clean water act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Anti-lobbying and debarment act. The contractor will be expected to comply with federal statutes required in the anti-lobbying Act and the debarment act.

## **ADDITIONAL REQUIREMENTS FOR THIS BID**

**All contractors bidding on this work shall comply with all provisions of State Licensing Law for Contractor, RS 37:2150-2163, as amended, for all public contacts. It shall also be the responsibility of the General Contractor to assure that all subcontractors comply with this law. If required for bidding, Contractors must hold an active license issued by the Louisiana State Licensing Board for Contractors and must show their license number on the face of the bid envelope.**

1. Contractor, and any sub-contractor, shall comply with all applicable laws, obtain all permits and possess all licenses required in connection with work hereunder.
2. Contractor shall indemnify City-Parish against any and all liens for which City-Parish owned property may become liable as a result of Contractors work hereunder.
3. Before issuance of final payment, the Contractor may be required to submit evidence satisfactory to the City-Parish that all payrolls, material bills, and other indebtedness connected with the work have been paid or otherwise satisfied.
4. All material and workmanship, as applicable, shall be guaranteed for a minimum of one (1) year, unless provided otherwise by the specification or proposal form. Such guarantee shall include all labor and materials needed to replace any defective workmanship or materials within the guarantee period.
5. Before this contract is acceptable and complete, successful bidder shall clean up and remove from the premise all debris resulting from his work, and shall see to it that all the items furnished are left in good order, clean and properly installed.
6. Bids: unless otherwise specified, a lump sum bid is requested for the work in the specifications.
7. Permits, Licenses, Laws and Taxes: The contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana.
8. The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees or agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City-Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City-Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor, or Contractor's officers, employees, agents or subcontractors.
9. Contractor shall furnish insurance as required on the attached sheet.

## **CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE**

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below **until** completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

- A Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$ 1,000,000
Personal & Adv Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000
  
- B. Business Auto Policy

Any Auto, or Owned,	Combined Single Limit
Non-Owned & Mired	\$300,000
  
- C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.
  
- D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.
  
- E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.
  
- F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
  
- G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821



**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
PURCHASING DIVISION**

**PROPOSAL FORM**

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
00001	<b>ACCESS CONTROL SYSTEM EXPANSION C/P PROJECT NO. 15-BGS-CP-2001</b>  <b>State Brand and Model Bidding:_____</b>	1	JOB	\$_____	\$_____

**DIVISION ONE**  
**SECTION 01100 - SUMMARY OF WORK**

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**PART 1 -GENERAL REQUIREMENTS**

**1.01 SUMMARY**

- A. It is the intent of the following specifications to call for the Contractor to furnish all labor, materials, tools, equipment, and insurance to provide and install with interconnecting services at the site and building as specified herein.

**1.02 ADMINISTRATIVE REQUIREMENTS**

- A. The Contractor should carefully read any General Provisions, Special Provisions, and instructions to Bidders contained in other parts of this specification as they govern the work to be performed under this section. Prior to submitting the Bid, the Bidder is encouraged to examine the condition of any existing structure upon which the specified work is to be applied to ensure that such surfaces or components are smooth, clean, dry and otherwise satisfactory for the installation of the specified materials.
- B. Should the Contractor discover during the progress of the work, subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or unknown physical conditions at the site of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract, work shall be **suspended** temporarily, the Project Manager shall be promptly notified, **in writing**, of such unforeseen conditions along with a detailed cost break down of work to be done before they are disturbed. The Project Manager will, thereupon, promptly investigate the conditions and, if he finds they do so materially differ and cause an increase or decrease in the cost of, or the time required for performance of the contract, an equitable adjustment will be made and the contract modified accordingly.

**1.03 SCOPE OF WORK COVERED BY CONTRACT DOCUMENTS**

- A. The scope of work shall consist of providing labor and materials necessary for the installation of Access Control (ACS) in the City Hall Building.
- B. The Scope of Work consists of but not limited to the following:
  - 1. Add additional devices to the City of Baton Rouge's existing BRIVO operating system or approved equal as indicated on the drawings.
  - 2. Removing existing ACS. Existing wiring may be left for re-use.
  - 3. Furnish and install new ACS card readers for all exterior doors, private elevators and selected interior doors as per drawings.
  - 4. Furnish and install all new necessary locking mechanisms needed for a complete and secure building.
  - 5. Provide programming to the City of Baton Rouge's existing BRIVA/Aparato Software or approved equal ACS for all new devices installed.
  - 6. Provide 700 HID iClass printable proximity cards formatted for the City of Baton Rouge.
  - 7. Provide 250 HID iClass key fobs.
- C. Alternates: This Section includes administrative and procedural requirements governing alternates.
  - 1. Schedule of Alternates:  
N/A

D. Definitions:

1. Provide: Furnish and install, complete with all necessary accessories, ready for intended use. Pay for all related costs.
  2. Approved: Acceptance of item submitted for approval. Not a limitation or release for compliance with the Contract Documents or regulatory requirements. Refer to limitations of 'Approved' in General and Supplementary Conditions.
  3. Match Existing: Match existing as acceptable to the Owner.
  4. Day: In General Provisions for Construction, a "day" is defined as a calendar day of 24 hours unless described otherwise.
- E. Intent: Specifications are intended to provide the basis for proper completion of the work suitable for the intended use of the Owner. Anything not expressly set forth but which is reasonable implied or necessary for proper performance of the project shall be included.
- F. Writing style: Specifications are written in the imperative mode. Except where specifically intended otherwise, the subject of all imperative statements is the Contractor. For example, 'Provide tile' means 'Contractor shall provide tile.'

**1.04 GENERAL PROJECT INFORMATION**

**A. Project Identification:**

1. Title: Access Control Expansion for City Hall Complex
2. City Parish Project Number: 15-BGC-CP-2001
3. Project Location: 222 St. Louis Street, Baton Rouge, LA 70802

**B. Owner's Representative and Primary Project Contact:**

1. Buildings and Grounds  
Cary Cashio or his assigned Project Manager 222  
St. Louis Street, Baton Rouge, LA 70802 Voice:  
225-389-3168 Fax: 225-389-3330

**C. Contract Time:**

1. The contract shall be completed in all details and ready for substantial completion within **SIXTY (60)** calendar days after date stipulated in the Notice to Proceed.

**D. Liquidated Damages:**

1. Should the Contractor fail to complete the work within the contract time, as extended, liquidated damages in the amount of **FOUR HUNDRED - THIRTY (\$430.00)** per day will be assessed Contractor in accordance with the Contract Documents.

**1.05 SUBMITTALS**

**A. EBRP Fees:** The following fees will be **paid directly by Owner**.

**B. Other Fees and Permits** are to be paid by the Contractor.

**C. Codes and Regulations:** Comply with applicable codes and regulations of authorities having jurisdiction in the area of construction and access to construction. Submit copies of inspection reports, notices and similar communications to Project Manager.

- D. **Qualification Data:** The Owner reserves the right to request qualification information from prospective bidders. Bidders shall provide a project list of projects of similar size and complexity, with bid or upon the Owner's request. When requested, the list shall be faxed to the City of Baton Rouge, Buildings and Grounds at (225) 389-3168 or delivery via email to Kyle Allgood ([KAllgood@brgov.com](mailto:KAllgood@brgov.com)). The list is to include contact information for each project Owner. Failure to provide this information may result in disqualification of bid.
- E. **Schedule:** Within ten (10) days of issuance of a Notice to Proceed, the Contractor shall submit a schedule of the Work indicating key dates during the Contract Time including, but not limited to, Shop Drawings prep and submittal, manufacturing time, demolition start and finish, delivery of materials, and completion of Work. The Owner shall be notified immediately of any construction schedule conflicts with the currently allowed days for construction under the attached Agreement.
- F. **Product Data:** Include construction details and sample warranties for all items specified.

#### 1.06 QUALITY ASSURANCE

- A. **Comply with governing codes and regulations.** Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.

#### 1.07 USE OF PREMISES

- A. **General:** Contractor shall have use of premises for construction operations, including use of project site as defined by the Owner and corresponding levee district during construction period.
- B. **Use of Site:** Limit use of premises to work in areas indicated and by any restrictions imposed by the local levee district. Do not disturb portions of project site beyond areas in which the Work is indicated.

#### 1.08 WORK RESTRICTIONS

- A. Existing ordinance states the creation of loud and raucous noise by construction work in or adjacent to a residential area other than between the hours of 7:00 a.m. and sunset on weekdays and Saturdays, except in the case of urgent necessity in the interest of public safety for which permission must be obtained from the Director of Public Works. "Construction work" includes but is not limited to the erection, excavation, demolition, alteration, or repair of any building.
- B. On-Site Work Hours: Non-restricted.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify Architect Owner not less than five working days in advance of proposed utility interruptions.

#### 1.09 PROJECT CONDITIONS

- A. It is the responsibility of the contractor to insure the proper environment necessary for the successful application of all materials listed in this specification.
- B. Coordinate delivery and sequence for storage and installation.

- C. All work must be coordinated with the Owner. Work and access required by other Contractors must be allowed at no additional cost to the Owner.
- D. Areas available for staging/storage of materials and equipment will be determined at a later date. The Contractor is responsible for protection and securing all materials and equipment.

#### **1.10 SUBSTITUTIONS AND APPROVED EQUALS**

- A. All plans and specifications for public works submitted by an architect or engineer shall include the following provisions relating to equal brand products other than those specified:
  - 1. The name of a certain brand, make, manufacturer, or definite specifications is to denote the quality standard of the article desired, but does not restrict bidders to the specific brand, make, manufacturer, or specification named. It is to set forth and convey to prospective bidders the general style, type, character, and quality of article desired.
  - 2. When in specifications or contract documents a particular brand, make of material, device, or equipment is shown or specified, such brand, make of material, device, or equipment shall be regarded merely as a standard.
- B. When in specifications or contract documents an architect or engineer specifies a particular brand, make of material, device, or equipment, or equal thereto, he shall adequately identify said product by including, minimally, the model or catalog number of the product.
- C. If a potential bidder wishes to submit for prior approval a particular product other than a product specified in the contract documents, he shall do so no later than seven working days prior to the opening of bids. Within three days, exclusive of holidays and weekends, after such submission, the prime design professional shall furnish to both the public entity and the potential supplier written approval or denial of the product submitted.

#### **1.11 DELIVERY, STORAGE AND HANDLING**

- A. Handle all material in a manner to protect finish and prevent damage.

#### **1.12 WARRANTIES**

- A. Contractor shall warranty all equipment and labor for a period of one (1) year from the date of final acceptance.

#### **1.13 PROTECTION**

- A. Provide protection and maintain conditions, in a manner acceptable to manufacturer to ensure equipment is without damage or deterioration at time of substantial completion.

#### **1.14 ENVIRONMENTAL IMPACT**

- A. It is the intent of the owner that the manufacturer shall recycle materials whenever possible.
- B. Should any hazardous materials be suspected or identified at the project site, notify the Owner immediately. Work shall be suspended temporarily and the Project Architect shall be notified immediately.

**SECTION 16727 ACCESS  
CONTROL SYSTEM (ACS)**

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

- A. General Description: This specification section covers the furnishing and installation of locking mechanisms, card readers, control modules, wiring, programming and other necessary items to expand the City of Baton Rouge's existing BRIVO access control system. Objective is to fully secure the City Hall Building, Building Maintenance Division and the Central Mechanical Building. Work shall also include access control of two (2) elevators located within City Hall.
- B. Contractor shall furnish and install all security hardware devices, mounting brackets, power supplies, switches, controls, wiring, consoles and other components of the system as shown and specified.
- C. Programming of the elevator control shall be allow access to each of the 12 floors located within City Hall.

**1.2 PRECEDENCE**

- A. Obtain, read and comply with General Conditions and applicable sub-sections of the contract specifications. Where a discrepancy may exist between any applicable subsection and directions as contained herein, this section shall govern.

**1.3 WARRANTY**

- A. Warranty shall be for a period of one(1) year from completion.

**1.4 QUALITY ASSURANCE**

- A. In accordance with Manufacturer's General Requirements

**1.5 OWNER'S RIGHT TO USE EQUIPMENT**

- A. The Owner reserves the right to use equipment, material and services provided as part of this work prior to Acceptance of the Work, without incurring additional charges and without commencement of the Warranty period.

**1.6 TECHNICAL REQUIREMENTS, ACCESS CONTROL SYSTEM (ACS)**

**A. General**

- 1 The following information is provided to establish required system performance for the complete BRIVO operating ACS security system. Contractor shall provide equipment, wiring and software programming at City Hall Complex sites as necessary to provide a complete system as described herein and as shown on the drawings.

- a. The system shall comprise Access Control System field devices located as shown on the drawings and connected together to provide a complete and operational system.
- b. The ACS shall be based on a distributed system of fully intelligent, stand alone controllers, operating in a multi-tasking, multi-user environment.

## **PART 2 - PRODUCTS**

### **2.1 GENERAL**

- A. Product Acceptability: The Products section contains lists of acceptable products. If product substitutions are proposed, they must be made based upon a comparison of equivalence to the product specified. Considerations may include but shall not be limited to functional, physical, aesthetic and/or interface aspects. The Project Manager shall be the sole judge of whether or not a submitted substitution is deemed to be "equivalent" to that specified.

### **2.2 ACCESS CONTROL EQUIPMENT**

- A. **City Hall B-2 Level Parking Garage Doors**

1-BTron V-DC 8-12-5UL Versa 12 Amp 12 VDC 8 Output Power Supply

**Garage South Door:**

1-Brivo or approved equal IPDC-1A Single Door Access Control Module  
1-HID RP40 SE Multi-Class Card Reader  
1-Connect Existing Magnetic Locks  
1-Connect Egress Motion  
1-Alarm Controls TS-2T Exit Button W/Timer

**Garage North Entrance:**

1-Brivo or approved equal IPDC-1A Single Door Access Control Module  
1-HID RP40 SE Multi-Class Card Reader  
1-Connect Existing Magnetic Locks 1-Connect Existing Egress Devices

- B. **Central Mechanical Building**

**South Garage Entrance:**

1 –Brivo or approved equal IPDC-1A Single Door  
Access Control Module 1-HID RP40 SE Multi-Class  
Card Reader 1 -Connect Existing Magnetic Locks 1-  
Connect Existing Egress Devices

CP-SPEC 7

**North Garage Entrance:**

1-Brivo or approved equal IPDC-1 A Single Door Access  
Control Module 1-HID RP40 SE Multi-Class Card  
Reader 1-Connect Existing Magnetic Locks 1-Connect  
Existing Egress Devices

**Electrical Room Interior Door:**

1-Brivo or approved equal IPDC-1 A Single Door Access  
Control Module 1-HID RP40 SE Multi-Class Card  
Reader 1-Hess Model 8000 No-Cut Electric Door Strike

**Electrical Room Entrance from St. Louis Street Door:**

1-Brivo or approved equal IPDC-1 A Single Door Access  
Control Module  
1-HID RP40 SE Multi-Class Card Reader  
1 -Hess Model 8000 No-Cut Electric Door Strike

**C. City Hall B-2 Level Interior Corridor Doors**

**Southwest Hall Door:**

1-Brivo or approved equal IPDC-1 A Single Door Access  
Control Module  
1-HID RP40 SE Multi-Class Card Reader  
1-Connect Existing Magnetic Locks  
1-Bosch or approved equal DS150i Egress Motion  
Sensor  
1-Alarm Controls TS-2T Exit Button W/Timer

**Northwest Hall Door:**

1-Brivo or approved equal IPDC-1A Single Door Access  
Control Module  
1-HID RP40 SE Multi-Class Card Reader  
1 -Connect Existing Magnetic Locks  
1-Bosch or approved equal DS150i Egress Motion  
Sensor  
1-Alarm Controls TS-2T Exit Button W/Timer



**Southeast Hall Door:**

- 1-Brivo or approved equal IPDC-IA Single Door Access Control Module
- 1-HID RP40 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 1-Bosch or approved equal DS150i Egress Motion Sensor
- 1-Alarm Controls TS-2T Exit Button W/Timer

CP-SPEC 8

**Northeast Hall Door:**

- 1-Brivo IPDC-1A Single Door Access Control Module
- 1-HID RP40 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 1-Bosch DS150i Egress Motion Sensor
- 1-Alarm Controls TS-2T Exit Button W/Timer

**City Hall B-1 Level Parking Garage Doors****Parking Garage North Entrance:**

- 1-Brivo IPDC-1 A Single Door Access Control Module
- 1-HID RP15 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 3-Bosch DS150i Egress Motion Sensors
- 1-Alarm Controls TS-9T Mullion Mount Exit Button W/ Timer

**City Hall 1st Floor Lobby & West Side Hall Doors****Lobby West Entrance:**

- 1-Brivo IPDC-1 A Single Door Access Control Module
- 1-HID RP15 SE Multi-Class Card Reader
- 1 -Connect Existing Magnetic Locks
- 3-Bosch DS150i Egress Motion Sensors
- 1-Alarm Controls TS-9T Mullion Mount Exit Button W/ Timer

**Lobby East Entrance:**

- 1-Brivo IPDC-1 A Single Door Access Control Module
- 1-HID RP15 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 3-Bosch DS150i Egress Motion Sensors
- 1-Alarm Controls TS-9T Mullion Mount Exit Button W/ Timer

**West Side Hall Entrance:**

- 1-Brivo IPDC-1 A Single Door Access Control Module
- 1-HID RP15 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 1-Bosch DS150i Egress Motion Sensors
- 1-Alarm Controls TS-9T Mullion Mount Exit Button W/ Timer

**CP-SPEC 9**

## **City Hall 4th Floor Finance Mail Room Door**

### **Mail Processing Door:**

- 1-Brivo IPDC-1A Single Door Access Control Module
- 1-HID RP40 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Lock
- 1-Connect Existing Exit Button & Motion

### **North & South Private Elevators.**

#### **North Private Elevator:**

- 1-Brivo ACS-5008-S Control Panel
- 1-HID RP40 SE Multi-Class Card Reader
- 2-Brivo ACS-5000-IO Input Output Board (16 Relays Total)

#### **South Private Elevator:**

- 1-Brivo ACS-5008-S Control Panel
- 1-HID RP40 SE Multi-Class Card Reader
- 2-Brivo ACS-5000-IO Input Output Board (16 Relays Total)

## **Buildings and Grounds Administration Building**

### **Main Entrance:**

- 1-Brivo IPDC-1A Single Door Access Control Module
- 1-HID RP40 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 1-Connect Existing Egress Devices

### **Lobby East Entrance:**

- 1-Brivo IPDC-1 A Single Door Access Control Module
- 1-HID RP40 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 1-Connect Existing Egress Devices

### **East Hall Entrance:**

- 1-Brivo IPDC-1 A Single Door Access Control Module
- 1-HID RP40 SE Multi-Class Card Reader
- 1-Connect Existing Magnetic Locks
- 1-Connect Existing Egress Devices

CP-SPEC 10

ACCESS CONTROL SYSTEM PROJECT NO. 15-BGC-CP-2001

## **I. Access Control Cards:**

700 each - HID Corporate 1000 PVC-H-1 Printable; City of Baton Rouge format code will be provided to the successful contractor.

250 - HID Key Fobs formatted to the City of Baton Rouge code.

### **FINAL PROCEDURES**

- A.** Fully program and schedule all new control modules and access points to owner's request. List will be provided to successful contractor.
- B.** Provided training to City of Baton Rouge personnel on the scheduling, programming and operation of the newly added access points.
- C.** Contractor shall dispose of any items removed the Owner deems not of use either the City of Baton Rouge.

End of Section

## CORPORATE RESOLUTION

A meeting of the Board of Directors of \_\_\_\_\_,  
a corporation organized under the laws of the State of \_\_\_\_\_ and domiciled in  
\_\_\_\_\_ was held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and was attended by a  
quorum of the members of the Board of Directors.

**The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:**

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized  
to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and  
Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and  
effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until  
the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said  
resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_  
a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_  
that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of  
Directors of said corporation at a meeting legally called and held on the \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my  
possession. This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
SECRETARY

**BIDDER'S ORGANIZATION BIDDER IS:**

**AN INDIVIDUAL**

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned authority, personally came and appeared

\_\_\_\_\_  
who, being duly sworn did depose and say:

That he is a duly authorized representative of \_\_\_\_\_

receiving value for services rendered in connection with

**ACCESS CONTROL SYSTEM**

a public project of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana: that he has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by him whose services in connection with the project or in securing the public contract were in the regular course of their duties for him; and that no part of the contract price received by him was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the project were in the regular course of their duties for him.

This affidavit is executed in compliance with the provisions of LA R.S. 38:2224.

\_\_\_\_\_  
Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Baton Rouge, Louisiana.

\_\_\_\_\_  
NOTARY PUBLIC